

**DOWNTOWN ORILLIA MANAGEMENT BOARD
BOARD MEETING
MINUTES**

August 20, 2013– 6:00 pm
in the DOMB Board Room
33 Mississauga St. W.

(Accessible entrance is located at the back entrance off Andrew Street)

Present: Bob Willsey, Susan Willsey, Ron Spencer, Eric Cathcart, Councillor Peter Bowen, Lisa Thomson-Roop (staff)

Regrets: Mariano Tulipano, Sarah Valiquette-Thompson, Helen DiPardo, Nick Raseta

1. Open Session

2. Chair – Bob Willsey

3. Call to Order – 6:10

4. Approval of Agenda - carried

5. Disclosure of Interest

6. Deputations

7. Minutes

July 23, 2013 - Carried

8. Closed Session

9. Open Session

10. Motions arising from Closed Session Discussions

11. Correspondence – Information Items

- a. Development Services Department – Committee of Adjustment –Notices of Decisions
 - b. Office of the City Clerk – Starry Night Road Closure
 - c. Office of the City Clerk – Awareness Campaign Event – Fight against Hunger and Homelessness
 - d. Office of the City Clerk – Gated Parking In Downtown Orillia
 - e. Office of the Mayor – Parking without Consent
 - f. City of Orillia – Notice of Public Information Session – Comprehensive Zoning Bylaw Update
- Receive as information.*

12. Correspondence – Action Items

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a. Helen DiPardo – Resignation Letter From Board

Motion 1

Moved Susan Willsey

Seconded: Ron Spencer

“THAT the Downtown Orillia Management Board accept Helen DiPardo’s Resignation.

AND THAT the DMB grant an exemption from DMB Policy 4.15.1 Board Vacancies – Filling a Vacancy in the First Three Years of the Term and follow DMB Policy 4.15.2 Board Vacancies – Filling a Vacancy in the Last Year of the term.”

Carried.

b. Jim Lang, Deputy City Treasurer- 2013 Budget/2014 Projection Worksheets
Received as information.

13. Reports

a. Personnel/Staff Task Report Update -
Received.

b. Financial Report

Motion 2

Moved: Eric Cathcart

Seconded: Pete Bowen

“THAT the Downtown Orillia Management Board pay the financials dated prior to August 20, 2013.”

Carried.

c. 2014 Budget

Motion 3

Moved: Ron Spencer

Seconded: Eric Cathcart

“THAT the Downtown Orillia Management Board approve the 2014 Budget as amended.”

Carried.

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Direction: Amend presented budget: 6 O'clock Socials are not as well attended anymore. Reduce socials to 4 per year with a budget of \$800. Need an office wall to decrease interruptions. Increase Office Maintenance Budget to \$1400.00

d. Meeting Dates- *deferred to next meeting.*

e. Recreation Facility

Direction: Staff to write a letter council. re: rec facility location. Start efforts to target sports tournaments with a VIP Downtown card. Consider outside help to sell. Speak with organizers and the Sports Council for schedules.

f. Downtown Tomorrow – *Direction: Send a letter requesting an update and ask for action, in particular in the area of Way Finding.*

g. AGM Date

Motion 4

Moved: Ron Spencer

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board host its Annual General Meeting on either date of Tuesday October 1 or Wednesday October 2 at 6 pm depending on room availability.”

Carried.

Direction: Location of choice: Orillia Public Library.

h. Events Committee

Direction: Explore movies in conjunction with winter carnival.

Staff will determine the Pros and Cons of beer garden during the Car Show.

Culture days – Peter Street will serve as a hub, OMAH grand re-opening among the highlights.

i. Marketing Committee

Rotary Place Billboards Renewal

Motion 5

Moved: Eric Cathcart

Seconded: Susan Willsey

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“THAT the Downtown Orillia Management Board renew its contract with Parks and Recreation for two wall boards in the Blue and Green ice surfaces at Rotary Place from Sep 2013 – Aug 2014 at a cost of \$1200 plus HST.”

Carried.

- j. Office Staffing: Marketing Position

Motion 6

Moved: Ron Spencer

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board form a hiring committee to hire a Marketing Co-ordinator consisting of the following members:

**Eric Cathcart
Bob Willsey
Sarah Valiquette-Thompson
Mariano Tulipano
Ron Spencer**

AND THAT the Hiring Committee be given the authority to hire the successful candidate at the rate of compensation outlined in the job description.”

Carried.

- k. Farmers Market Transition Committee
Currently working on the layout of both the indoor and outdoor market. One concern is the effect of Downtown Events on the market.
- l. First Impressions Partnership – Owen Sound
*Direction: See if we can move the visit to late September or early October.
Owen Sound has already completed their visit.*
- m. Website
Information session next Six O'clock Social. Deputation scheduled at the AGM.
- n. Parade Routes
*Direction: Provide following comment:
- The DMB does not support moving the parade routes to Colborne street.*

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- Standardize start times for parades. Noon was suggested.

Meter bags could then state:

Parade Route

Free Parking until (time)

Vehicle will be towed after (time)

o. Bike Parking Spaces/Stands

A couple of different kinds of bike racks that will work. Big rack may better. 5-6 places. Approx. \$600 each. A Quebec company makes the best product for our needs. *Direction: Ron will determine the best locations with Rick. Ron will provide full report at the next meeting.*

p. Façade – 181 Mississaga Street East, 38 Mississaga E Signage

Motion 7

Moved: Susan Willsey

Seconded: Eric Cathcart

“THAT the Downtown Orillia Management Board approve a façade improvement Sign Panel grant in the amount of \$834.40 to Ancorp Holdings Ltd (Dollar Co) at 38 Mississaga Street East. This is 40% of the \$2086.00 estimated cost of the sign. Payment will be issued on completion of the improvement and submission of paid receipts and a photo of the new sign to the DMB office.

Payment terms will be as follows:

1/3 when sign is installed

1/3 on 1st anniversary of sign completion

1/3 on the 2nd anniversary of sign completion.

AND THAT the Downtown Orillia Management Board approve a Façade Grant in the amount of \$2080.00 to Coldwell Banker, the Real Estate Centre at 181 Mississaga Street East. This is 40% of the \$5200.00 estimated improvement. Payment will be issued on completion of the improvement and submission of paid receipts and a photo of the new façade to the DMB office.”

Carried.

q. EDC – No meeting.

r. Parking Advisory Committee

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Working on Capital budget (5 year plan)

Lot 11 slated to be refurbished mid to end of September.

Lot 7 refurbishing is being looked at as well. Determining most cost effective and efficient way to lay it out.

s. Transit Committee
No Report.

t. Streets Alive!
Awards announcement this Saturday night at Starry Night.

u. Lakehead Update

v. Chamber Update

14. Deputation Motions

15. Date of Next Meeting –Tuesday September 17, 2013. –DOMB Board Room

16. Adjournment 8:31 pm